

Guidance notes on completing form COP14

The person to whom the application/appeal relates must be notified personally of certain matters.

You must also provide the person to whom the application/appeal relates with a COP14 notice which explains the matter for which notification is being provided.

The box that begins “This notice is to tell you that...” should be completed using simple, clear language as follows:

Nature of notification	Information to be included in the notice
The court has made a decision about how the person being notified is to participate in the proceedings (including the appointment of a litigation friend or representative to act on their behalf)	<p>Complete the sentence that starts “This notice is to tell you that...” with the following words – The court has made a decision about how you should take part in the proceedings. Please add the following information:</p> <ul style="list-style-type: none">• Whether the court has directed that the person being notified should be a party to the proceedings;• Whether the court has appointed a litigation friend or representative to act on their behalf in relation to the proceedings, and details of who that person is;• If the court has directed that the person being notified should be a party to the proceedings, but no litigation friend, accredited legal representative was appointed the reasons why no appointment was made; and• Whether the person being notified has been given the opportunity to address the judge directly, or indirectly.
Application has been issued by the court	<p>Complete the sentence that starts “This notice is to tell you that...” with the following words – an application about you will be considered by the Court of Protection. Please add the following information:</p> <ul style="list-style-type: none">• the application raises the question of whether the person being notified lacks capacity in relation to a matter or matters and what that means;• what will happen if the court makes the order or direction that has been applied for; and• where the application contains a proposal for the appointment of a person to make decisions on behalf of the person to whom the application relates, details of who that person is. <p>You must also provide the person being notified with a COP5 Acknowledgment of notification.</p>
The date when a hearing in relation to the application is to be held	<p>Complete the sentence that starts “This notice is to tell you that...” with the following words – a hearing of an application about you will be held at the Court of Protection on [insert the date and time] at [insert address].</p>
Application has been withdrawn	<p>Complete the sentence that starts “This notice is to tell you that...” with the following words – an application about you has been withdrawn from the Court of Protection. Please add information about the consequence of the withdrawal.</p>

Appellant's notice has been issued by the court	<p>Complete the sentence that starts "This notice is to tell you that..." with the following words – an appeal regarding a court decision about you will be considered by the Court of Protection.</p> <p>Please add the following information:</p> <ul style="list-style-type: none"> • the issues raised by the appeal; and • what will happen if the court makes the order or direction that has been applied for, <p>You must also provide the person being notified with a COP5 Acknowledgment of notification.</p>
The date when a hearing in relation to the appeal is to be held	<p>Complete the sentence that starts "This notice is to tell you that..." with the following words – a hearing of an appeal regarding a court decision about you will be held at the Court of Protection on [insert the date and time] at [insert address].</p>
Appellant's notice has been withdrawn	<p>Complete the sentence that starts "This notice is to tell you that..." with the following words – an appeal regarding a court decision about you has been withdrawn from the Court of Protection.</p> <p>Please add information about the consequence of the withdrawal.</p>
A decision has been made by the court	<p>Complete the sentence that starts "This notice is to tell you that..." with the following words – a decision about you has been made by the Court of Protection. Please add information about the effect of the order or decision. You must also provide P with a copy of the order.</p>
Any other matter as directed by the court	<p>Complete the sentence that starts "This notice is to tell you that..." with information to briefly summarise the matter.</p> <p>Please add information about the matter as directed by the court.</p>

Where the person is notified that an application form or appellant's notice has been issued then you must provide them with a COP5 acknowledgment of notification form.

You must complete a COP20A certificate of notification/non-notification and return it to the court within seven days of notification being provided, unless otherwise directed by a court order.